	APOLLO HOSPITALS, SECUNDERABAD	MOM – 01d
		Issue: C
	POLICY ON MEDICATIONS NOT AVAILABLE IN THE HOSPITAL	Date: 06-01-2017
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PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer


## 1.0 Purpose:

To ensure the ready availability of medications to meet the patient needs and to establish proper guidelines for the procedure to be followed while procuring medications that are not available in the hospital.

## 2.0 Policy for procuring medications

- 2.1 The pharmacy purchase department shall oversee the organization medication use and take care of the medications procurement based on the consumption.
- 2.2 The authorized sources of suppliers has been identified and purchase department shall maintain the copies of CST, APGST, Drug License of all the authorized sources of supply
- 2.3 All the medications shall be procured only from the authorized sources of suppliers
- 2.4 An appropriate selection of medications for prescribing or ordering shall be stocked in the in-house pharmacies as well as in the pharmacy stores to meet the patient needs
- 2.5 The pharmacy – purchase department shall maintain a list of all the Vital medications and shall ensure that a minimum stock is always available.

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**2.6** On occasion, when medications not stocked are needed the purchase department shall place orders to the near by local sources of authorized stockists and distributors and if not available, enquire and procures drugs. If not, procures drugs from the other out station suppliers.

### **3.0 Responsibility:**

**3.1** Pharmacy – purchase department, pharmacist

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